

## **FIELD ENGINEERING COORDINATOR**

### **DISTINGUISHING FEATURES**

The fundamental reason the Field Engineering Coordinator exists is to coordinate Field Engineering activity for the Planning and Development Services department with other City Departments, utility companies and the public. This classification is supervisory. Exercises initiative and independent judgment in performing duties. Work is performed under the general supervision of the Field Engineering Manager in the Planning and Development Services department.

### **ESSENTIAL FUNCTIONS**

Works closely with plan review to resolve plan discrepancies/omissions.

Assures consistent application of specifications, construction details and City policies.

Coordinates daily public works and utility inspections with other City Departments, utility companies and the public.

Coordinates utility relocations.

Develops and monitors public works inspection standards.

Establishes daily reporting requirements and prepare written reports regarding inspections, workload and field related issues.

Reviews all proposed barricading plans, coordinates with traffic engineering and recommends traffic movement/access.

Implements public information plan with assistance of manager and conducts pre-construction meetings.

Investigates/reviews/resolves all construction related complaints.

Attends all project walk-throughs.

Verifies project completion prior to issuing letter of acceptance.

Monitors/oversees all warranty requirements.

Operates a motor vehicle.

Assists manager in preparing inspector's performance evaluations.

Attendance and punctuality are essential to this position.

## **MINIMUM QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

#### **Knowledge of:**

Maricopa Association of Governments Specifications and Details.

Engineering design, building construction, materials, and methods.

City building codes, ordinances, policies and procedures.

Basic computer systems and software.

Basic management principles and practices.

#### **Ability to:**

Effectively work with Public Works Inspectors, other city departments, management, developers, contractors, design professionals and the general public.

Prioritize own and others schedule and work tasks and complete work within specified time periods and deadlines.

Operate a PC or terminal and other standard office equipment with sufficient manual dexterity.

Traverse construction sites.

Maintain regular and consistent attendance and punctuality.

### **Education & Experience**

Must be a high school graduate and have three years experience in public works inspection.

Must possess and maintain a valid Arizona Driver's License, with no major driving citations in the last 39 months as a condition of continued employment.

FLSA Status: Exempt

HR Ordinance Status: Unclassified